

City of Eureka

SEQUOIA PARK ZOO COMMUNITY ROOM



**FACILITY USE
RENTAL INFORMATION**



3414 "W" St.
Eureka CA, 95503

707-441-4217



The Sequoia Park Zoo, an AZA accredited facility, inspires wonder, understanding and respect for the natural world by providing fun, rewarding, educational experiences that encourage meaningful connections between animals, humans and our environment.

SEQUOIA PARK ZOO

Since 1907, the Sequoia Park Zoo has been operated by the City of Eureka to provide the community with an accessible recreational and scientifically educational facility. The mission of the zoo is to inspire an understanding and appreciation of nature and its conservation to all visitors and community members.

Highlights of the Zoo include a walk-through aviary, the Barnyard—a place to meet and touch animals, and the new Entry Pavilion. Inside this beautiful new facility is our Community Room, plus the Secrets of the Forest exhibit, restrooms and a café and gift shop. The gift shop and café are open from 10 am-5 pm. Barnyard, Aviary and Secrets of the Forest close at 4 pm daily.

COMMUNITY ROOM DESCRIPTION

Host your meeting in our spacious and lovely multi-purpose room, equipped with a beautiful view of our flamingo exhibit and the forest beyond. Truly a one-of-a-kind setting!

Hours of availability

Tuesday through Sunday, 9:00 a.m. to 5:00 p.m.

Community Room rental includes up to 8 tables and 62 folding chairs. Access to zoo exhibits is available during normal operating hours. Multi-media equipment is available for an additional fee, including DVD, VCR, digital projector & screen. Sorry, telephone and internet communications are not available.

Appropriate uses of the Sequoia Park Zoo Community Room include meetings and lectures, receptions, parties, and classes. We must respectfully decline uses that are inconsistent with the zoo's mission or that may be disruptive to the zoo operation. Availability is restricted to dates & times that do not conflict with use of the room for zoo functions. Please schedule your rental well in advance to maximize availability.

This room has a **maximum capacity of 62 occupants.**

FACILITY USE POLICIES

1. City staff will be responsible for opening/closing the facility in accordance with the contract hours at the applicant's expense.
2. **City staff require access during zoo operating hours into the adjacent Education Office** (see map).
3. If the facility requires any repairs after the event, the entire security deposit will be forfeited. In addition, the building applicant shall be invoiced for all damages sustained to the facility.
3. Insurance—All events require that the applicant provide insurance certificate and endorsement. Insurance is available for purchase through the City of Eureka. Proof of Workman's Comp is required if attendees are also employees.
4. Responsibility of Users—Users of facility shall be responsible for damage or theft of City property during the period of use. Any user group failing to exercise proper care and responsibility may be denied future use of City facilities.
5. Special Services—Special custodial and staff services that may be necessary shall be provided at the applicant's expense. The estimated charge for such service shall be paid in advance and shall be in addition to the rental charge for use of the facility. Actual charges may vary from those estimated; adjustments will be made to reflect actual costs.
6. Alcoholic Beverages—Champagne, beer, or wine may be served at receptions, dinners, or anniversary parties. Food must be made available during the time alcoholic beverages are served and must consist of at least one hot dish such as beans, spaghetti, stew, etc., and bread. Necessary permits and insurance required by the State Department of Alcoholic Beverage Control will be required. Permits and insurance must be on file with the City at least thirty (30) days prior to the event.
9. Decorations must be fire proof or fire retardant materials. No decorations are allowed outside the building. No staples, tacks, or nails can be used. Tape is only allowed on the closet doors and window frames, not on painted walls. All decorations must be removed immediately following the event. Birdseed, balloons, straws, rice or confetti may not be used at any time.
10. No meetings or entertainment shall be held for the purpose of advancing any doctrine or theory subversive to the government and constitution of the United States.
11. Clean-Up—Users are responsible for cleaning the facility before leaving. Clean-up includes depositing all trash/recycling in provided containers and cleaning floors/furniture of spilled food.
12. Lost or damaged articles will not be the responsibility of the City of Eureka.

APPLICATION PROCESS

1. A Use Permit will be issued provided:
 - a. Issuance will not obstruct or interfere with zoo use;
 - b. The date and time requested have not previously been allocated by permit or assigned to a City function;
 - c. The requested deposits and fees have been paid; and
 - d. Appropriate insurance endorsements and in certain cases, proof of workman's comp, have been received.
2. Reservations for use of facility must be made by an adult 21 years or older by contacting the Education Office at 441-4217.
3. Reservations will be accepted up to six months in advance. No advance publicity may be done until deposits and payments are received and the application and insurance has been approved.
4. Reservations will not be confirmed until a deposit is received by the City of Eureka. The deposit must be received within 10 working days of the reservation request. The deposit is refundable after the use date and will be returned to the applicant in approximately 30 days, unless damages, additional maintenance repairs or services are assessed. *All fees are due thirty (30) calendar days in advance of event date and must be made payable to the City of Eureka.*
5. Cancellations made thirty (30) calendar days or less prior to the event date will result in forfeiture of 100% of the rental fees. Notice of cancellation must be submitted in writing.
6. The organization or group representative who applied for use must be present at the facility during the time of use. The facility cannot be left with a minor in charge.
7. Permission for use of facilities will be granted upon the condition that all rules governing the use of said facilities are followed and all necessary fees and deposits are paid. Permission for use may be revoked at any time if user fails to do so.
8. The City reserves the right to cancel, reassign or otherwise adjust reservations to comply with the demands of its own programs, community programs, or emergency requirements.

DAILY RENTAL RATES

Fees collected from the Community Room rental help fund the Zoo's educational programming. We appreciate your support!

First Three Hours	\$100.00
Each Additional Hour	\$30.00

Multi-media equipment use fee	\$10/hr
Personnel fee (hosting/custodial/set-up)	\$10/hr

DEPOSITS

SECURITY (refundable)	\$100.00
SECURITY/ALCOHOL (refundable)	\$150.00

DISCOUNTS

The following groups will be allowed a 50% discount applicable to the Base Rental Rate of 5 hours or greater (discount does not apply to fees for equipment use or personnel):

Zoo Members (SPZ Foundation)— must provide current membership card to qualify.

Government Agencies and Schools

Non-Profit Organizations—Groups which include non-profit, non-restrictive clubs, civic or service organizations which perform a service to the City of Eureka. Groups must provide proof of non-profit status upon request.

Want to have your event catered?

Want to have a Birthday Party at the zoo?

Call 442-6552 for information.

(Discounts do not apply to birthday rentals or catering).

COMMUNITY ROOM LAYOUT

